

COMMUNICATIONS ANALYST FINANCE DEPARTMENT-INFORMATION SYSTEMS

SALARY RANGE: \$27.54 - \$36.90

CLOSING DATE: Open Until Filled

ABOUT THE JOB: The Communications Analyst provides a lead role in monitoring and evaluating the Service Help Desk, provides contingency planning, and assists the Information Services Manager in the purchasing process.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist with the analysis and design of network and communications systems for the transfer of data, voice, image, and video information;
- Develop work plans, timelines and resource allocations for assigned projects;
- Install and test various system and application software packages;
- Model and coach employees on excellence in internal and external customer service;
- Evaluate performance and program effectiveness and take action for improvement as necessary;
- Assist in the preparation and monitoring of the section budget;
- Provide employees with basic job training and safety instruction;
- Actively promote and support diversity in the workplace.

TO QUALIFY: Requires an Associate's degree in computer science (MCSE or equivalent course work) or five years' experience in LAN and WAN fields, including some experience in a lead role, or equivalent combination of education and experience.

Requires strong experience in Microsoft server technologies, maintaining networking equipment, and supporting mobile VPN technologies, experience implementing networking protocols, provisioning layer 2 and layer 3 switches and documentation.

Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

